



STATE OF TENNESSEE  
DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
Division of Solid Waste Management  
401 Church Street, 8th Floor  
Nashville, TN 37243-1533

**MEMORANDUM**

TO: All County Mayors, City Mayors, Non-profit Recyclers, and Certain For-profit Agencies

FROM: Ann McDowell, Manager  
Solid Waste Grant Programs

SUBJECT: Used Oil Grant Solicitation for Underserved Area and the Upgrade or Replacement of Used Oil Equipment

DATE: July 28, 2006

The Division is soliciting applications for used oil collection grants. First priority will be given to sites in underserved areas. Second priority will be given to upgrade existing public facilities and third priority will be given to upgrade private facilities. Consideration will **only** be given to applications received for these purposes. Only local governments will be eligible for used oil education funds. If you know of any businesses that might want to apply for a waste oil grant and are eligible for the program, please give them a copy of the **complete** grant package.

Applicants are reminded to complete all sections of the grant package. Incomplete applications will be returned without review. Applications must be signed by the regularly authorized representative (county mayor, city mayor, etc.) **unless a resolution is included with the application that authorizes another signee.** The Department has set aside \$1,000,000 for this offering.

**If you are awarded this grant, do not purchase any equipment or enter into any obligations until you receive the fully executed (signed by all parties) grant. Doing so may void any potential award.**

Pay close attention to the **deadline of Friday, September 29, 2006** for submitting the application. If you mail the application the last week before the deadline, **please send it by overnight mail** to be sure it arrives in our office by 4:30 p.m. on or before the deadline. Applications received after the deadline will be returned without review.

If you have further questions, please call me at (615) 532-0086.

**THE USED OIL COLLECTION ACT OF 1993  
T.C.A. 68-211-1005**

**Grants for Used Oil Collection Centers,  
Educational Programs,  
And Equipment That Burns Used Oil for Fuel**

**Grant Application Guidelines  
Revised January 2005**

Statutory Authority

**The purpose of this program is to reduce the amount of improperly disposed used oil by providing incentives to increase the number of collection facilities for used oil generated by do-it-yourselfers.**

T.C.A. 68-211-1005 states that the used oil collection fund may be used as follows:

- (2) The department may award grants, subsidies and/or loans to municipalities, counties and counties having a metropolitan form of government to establish and operate used oil collection centers at publicly owned facilities or other suitable public or private locations; and provide technical assistance to persons who organize such programs.
- (3) The department may award grants or subsidies to local governments to purchase equipment that burns oil as fuel. In awarding such grants or subsidies, priority shall be given to local governments who establish used oil collection centers.
- (5) The department may award grants to develop and implement educational programs to encourage proper handling, disposal and recycling of used oil.
- (7) The department may award grants to develop and implement programs to provide direct incentives to for-profit and not-for-profit entities to establish and operate used oil collection centers.

Eligibility

Cities, counties, solid waste authorities, counties having a metropolitan form of government (local governments), non-profit recyclers and certain for-profit agencies are eligible for funding consideration. For-profit agencies to be considered are automotive service, maintenance, or parts; agricultural equipment sales and service; and farmers' co-ops.

Grants will only be awarded to:

- (1) Applicants located in an under-served area:
  - a. An under-served area is any area not within a 10 mile radius of an existing used oil collection site, **OR**
  - b. Any area where the population averages more than 150 persons per square mile.
- (2) For-Profit Applicants meeting **one** of the above requirements and:
  - a. whose business is not attached to a residence, and
  - b. who own their own property.

### Amount of Grant Funds Available for Equipment

The maximum grant amount for the establishment of a used oil collection site and purchase of equipment or the replacement of existing equipment is as follows:

<u>EQUIPMENT</u>	<u>MAXIMUM</u>
Storage tank/container and spill containment	\$2,200
Impermeable pad	\$300
Oil filter crusher – DIY truck and car Oil filter crusher – heavy duty	\$1,500 max \$2,500 max*
Waste oil heater including flue pipe kits, freight, and installation	\$6,500 (depending on BTU rating of heater)
Education – Available to local governments only	\$1,500 (per site) with a maximum of \$7,500 per application
Canopy – Cover for Storage Tank Sites to prevent storm water run-off	\$2,000 maximum (per site)

\*Justification required

Grant offers will be issued for the maximum amount allowable for the equipment requested. **Grantees will be reimbursed *only after they have paid the vendor and have also provided the State with adequate proof of vendor payment.* Reimbursement will be based on either the actual price, the grant maximum, whichever is less, and the State has inspected the collection site to confirm that all equipment has been delivered, installed and is operational.**

### Applications

Eligible applications will be funded on a first-come, first-served basis to the extent that funds are available. First priority will be given to under-served areas that are establishing a used oil collection center. Second priority will be given to existing public facilities and third priority will be given to existing private facilities. Local governments may apply for one or all of the above listed items. **For-profit and not-for-profit entities establishing a DIYer used oil collection site may apply for all items except the education portion of the grant.**

Applications must contain the proper company name, as registered with the Secretary of State or as appears on all legal documents for the company. Applications must be signed by an authorized representative (county mayor, mayor, president, all partners, etc.). Other representatives may sign, but a copy of the authorizing resolution must be included. All applications must contain the following documents:

- Application, Part I and Part II, answering all applicable questions accurately and completely;
- Used Oil Program Report (Attachment I) for inclusion in the State's Used Oil Collection Center Database;
- Education action plan (Local governments only) (Attachment 2)
- Registration for Used Oil Collection Centers form (Schedule A);
- Proof of ownership of land where used oil collection site will be located;
- Copy of current business license and taxpayer registration.

### Submission Date

One original completed application with all applicable documentation should be returned to and received by the Division of Solid Waste Management, Solid Waste Assistance Programs, 401 Church Street, 8<sup>th</sup> Floor, Nashville, TN 37243-1533, no later than 4:30 p.m. on **Friday, September 29, 2006**. Faxed or e-mailed copies of applications **will not** be accepted. Applications received after 4:30 p.m. on **Friday, September 29, 2006 will be returned** without review.

### Awards

Approximately sixty (60) days after completion of the application review process, the Department of Environment and Conservation will announce grant awards and commit funds to meet the obligation.



**DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
DIVISION OF SOLID WASTE MANAGEMENT  
APPLICATION FOR USED OIL PROGRAM GRANTS**

Part I

APPLICANT INFORMATION:

Name of Agency/Organization:

Name and telephone number of person to be contacted about the application:

Address:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

FEIN# \_\_\_\_\_

Type of Organization:

FOR NON PROFIT ORGANIZATIONS:

☐ County

Chartered in Tennessee? Yes ☐ No ☐

☐ Municipality

Date of Charter: \_\_\_\_\_

☐ Solid Waste Authority

IRS Classification: \_\_\_\_\_

☐ Planning Region

Attach a copy of approval letter for charter or

☐ For-Profit Organization

501(c)(3) exemption.

☐ Corporation

☐ Proprietorship

☐ Partnership

☐ Not-for-Profit Organization

☐ Other (please specify) \_\_\_\_\_

To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant.

Print or Type Name of Authorized Representative

Title

Signature

Date

Telephone: \_\_\_\_\_

For State Use only:

Return to:

Department of Environment and Conservation  
Division of Solid Waste Management  
L & C Tower, 8<sup>th</sup> Floor  
401 Church Street  
Nashville, Tennessee 37243-1533

DATE RECEIVED BY STATE \_\_\_\_\_

Part II:

Provide the information requested for each type of grant for which you are applying.

**USED OIL COLLECTION CENTER**

1. Provide the complete address or site location for the proposed used oil collection site. \_\_\_\_\_

2. Is the proposed used oil collection site in an *underserved* area not located within a 10 mile radius of an existing site? Yes \_\_\_\_\_ No \_\_\_\_\_

3. *If the site is not in an underserved area, will sufficient quantities of oil be collected to justify establishing the site without adversely impacting or reducing the amount of used oil being collected at previously funded sites?* Yes \_\_\_\_\_ No \_\_\_\_\_

List the geographic area(s) to be served by the proposed site and estimate the quantity of used oil to be collected at the site. \_\_\_\_\_

4. Is the proposed site publicly owned (example: city/county owned) or privately owned (example: gas station)? Public \_\_\_\_\_ Private \_\_\_\_\_ Name and address of property owner. \_\_\_\_\_

*If the proposed site is to be established by a local government but located on private property, attach a copy of the signed agreement which details the terms and conditions agreed upon between the local government and the private property owner for the use of the site.*

Copy Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_

5. Indicate if the proposed site is to be established at an existing convenience center, recycling center, or other publicly owned site. \_\_\_\_\_

6. Please list the business hours and days of the week when used oil collection services will be available. \_\_\_\_\_

7. Has your agency established the maximum amount of uncontaminated used oil to be accepted from anyone person in anyone day to be five (5) gallons as required in the "Used Oil Collection and Recycling Program Policy Guide"? YES \_\_\_\_\_ NO \_\_\_\_\_

8. Will your used oil collection center accept used oil filters? YES \_\_\_\_\_ NO \_\_\_\_\_

*If yes, indicate which procedures your center will use to deal with the acceptance of used oil filters. (Reference the options for processing used oil filters described in the "Used Oil Collection and Recycling Program Policy Guide." Collection and/or processing of used oil filters requires a permit issued by the Division of Solid Waste Management.)* \_\_\_\_\_

9. Local governments must attach a list of activities to educate the public, how activities will be implemented, and give implementation schedule. **(Local Governments ONLY)** Copy Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_

## USED OIL BURNING HEATER

10. Provide the complete address where the equipment will be used.  
\_\_\_\_\_  
\_\_\_\_\_
11. What is the square footage of the building to be heated? \_\_\_\_\_ SQ. FT.
12. Will the heater be fueled by used oil generated only at this location? YES-\_\_\_ NO-\_\_\_ If no, from what site(s) will the additional used oil be transported? \_\_\_\_\_  
\_\_\_\_\_

If an additional quantity of used oil being transported (quantities in excess of 55 gallons) from another site, has a Used Oil Transporter Identification Number been issued by the Division of Solid Waste Management? YES \_\_\_\_\_ NO \_\_\_\_\_

13. Is the proposed used oil heater site in an *underserved area* (not located within a 10 mile radius of an existing site)? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, will sufficient quantities of oil be collected to fuel a used oil heater without adversely impacting or reducing the amount of used oil being collected at previously funded sites? Yes \_\_\_\_\_ No \_\_\_\_\_
14. Will an additional collection and storage container/tank be needed at the site where the used oil heater will be used? YES \_\_\_\_\_ NO \_\_\_\_\_ EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
DIVISION OF SOLID WASTE MANAGEMENT  
SOLID WASTE ASSISTANCE PROGRAMS**  
8<sup>th</sup> Floor, L & C Tower, 401 Church Street  
Nashville, TN 37243-1533  
(615) 532-0445

**USED OIL PROGRAM REPORT**

**INSTRUCTIONS:** Complete one form for each used oil collection site. Return completed forms to above address.  
Complete Sections A and C to register your collection site for participation in State Database.  
Complete Sections A, B, and C to submit Used Oil Collection Annual Report.

**SECTION A - USED OIL COLLECTION CENTER DATABASE ENTRY**

By submitting this form, registrant agrees to be included in the State's Used Oil Collection Center Database. Locations of facilities included in this database will be provided to callers to the Used Oil Information line who are searching for locations to dispose of Do-It-Yourselfers used motor oil and others who may request the information.

Facility Name: \_\_\_\_\_ County: \_\_\_\_\_

Used Oil Collection Center Registration ID No: SWP

Owner: \_\_\_\_\_ Owner classification: ☐ Private ☐ Public ☐ Other \_\_\_\_\_

Mailing Address: _____ _____ _____ _____ Zip Code _____	Physical Location/Address: _____ _____ _____ _____ Zip Code _____
Contact Person: _____	Phone: (     ) _____

Days/hours when used motor oil will be accepted: \_\_\_\_\_

Please mark if you accept the following: ☐ Oil Filters ☐ Antifreeze

Facility currently in operation? ☐ Yes ☐ No If "No", anticipated date of opening \_\_\_\_\_

**SECTION B - USED OIL COLLECTION ANNUAL REPORT**

REPORT PERIOD: \_\_\_\_\_ THROUGH \_\_\_\_\_

How many gallons of oil were collected from "Do-It-Yourselfers"? \_\_\_\_\_gallons

How many gallons of oil have you used for on-site heating fuel? \_\_\_\_\_gallons

How many gallons of oil have been picked up by certified transporters? \_\_\_\_\_gallons

Please provide the name(s) and registration numbers of certified used oil transporters/haulers servicing your facility.

What was the final disposition of the oil (if known)? \_\_\_\_\_

How many used oil filters have you collected? \_\_\_\_\_Qty. \_\_\_\_\_Lbs.

How many used oil filters do you have stored? \_\_\_\_\_Qty. \_\_\_\_\_Lbs.

What was the final disposition of oil filters collected? \_\_\_\_\_Qty. Recycled \_\_\_\_\_Qty. Landfilled

**SECTION C** - I certify that the information given in this document is accurate and complete to the best of my knowledge and belief as evidenced by my signature and the date signed.

Authorized Signature \_\_\_\_\_ Typed/Printed Name & Title \_\_\_\_\_ Date \_\_\_\_\_

**WORKSHEET # 1 – General Information**

**Solid Waste Planning Region:** \_\_\_\_\_

**County(ies) in the Region:** \_\_\_\_\_

**Solid Waste Planning Board Chair:** \_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_  
**Street Address or P.O. Box**

\_\_\_\_\_  
**City State Zip**

**Chairperson to implement education program:** \_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_  
**Street Address or P.O. Box**

\_\_\_\_\_  
**City State Zip**

**Daytime Telephone:** (    ) \_\_\_\_\_ **Fax:** (    ) \_\_\_\_\_

## WORKSHEET #2 – Who Are the Community Solid Waste Education Team Members?

Recruit a dynamic team of individuals who have a real interest in solid waste issues, are dependable workers and who represent diverse audiences with a stake in a successful program.

**Community Solid Waste Education Team**

[illegible]

### WORKSHEET #3-First Steps

The team must get organized and know what is going on locally before moving forward to decide on messages and activities. Use this worksheet to identify existing and planned solid waste facilities and systems and use it as a basis for deciding which key messages to focus on.

Action Step	Who will do?	By when?	Estimated costs
Organize education team and Establish regular meeting times and place			
Identify existing education efforts And educators in solid waste			
Review Ten Year Solid Waste Management Plan and identify solid waste facilities, programs, activities, resources, issues			
Meet with Solid Waste Planning Board to determine most important education needs.			
Identify key contacts including Government officials, media, Volunteer groups			

**WORKSHEET #4- What Are The Key Messages the team Needs to Focus on Locally?**

Place a check by those messages you will focus on during the grant period. If there are other messages important locally that you want to focus on, write them down in the blank spaces provided and place a check in the appropriate column. See next page for a sample.

<b>Key Message</b>	<b>Emphasize This year</b>	<b>Ideas or comments</b>
Integrated solid waste management Techniques and costs		
Environmental effects of inappropriate Solid waste management		
Source reduction techniques		
Recycling		
Buy recycled		
Composting		
Proper handling and containerization of Waste and recovered materials		
Household hazardous waste		
Problem waste		
<b><i>Other Key Local Messages</i></b>		

**SAMPLE Worksheet #4**

<b>Key Message</b>	<b>Emphasize This year</b>	<b>Ideas or comments</b>
Integrated solid waste management Techniques and costs		
Environmental effects of inappropriate Solid waste management	X	
Source reduction techniques	X	
Recycling	X	Add glass and steel can recycling
Buy recycled		
Composting	X	
Proper handling and containerization of Waste and recovered materials		
Household hazardous waste		
Problem waste	X	
<b><i>Other Key Local Messages</i></b>		
Pay as you throw at convenience centers Beginning in June	X	Involve county officials

## WORKSHEET #5 – Who are the Target Audiences?

Based on your team members' input, your selected key messages and local program goals, select the audiences you will target with your activities. See next page for a sample.

Target Audience	Check here for Emphasis during The coming Grant period	Further define/break the audience into target areas if appropriate (ex: Business/Industry broken down into focus groups of manufactures and professional offices)
General public		
Business/Industry		
Govt. workers and Institutions		
Media		
Civic/Environmental And Other Groups		

**SAMPLE - Worksheet #5**

<b>Target Audience</b>	<b>Check here for Emphasis during The coming Grant period</b>	<b>Further define/break the audience into target areas if appropriate (ex: Business/Industry broken down into focus groups of manufactures and professional offices)</b>
General public	X	Households using convenience centers
Business/Industry	X	25 largest manufacturers, boat dock owners, grocery stores
Govt. workers and Institutions	X	Solid waste workers, 10 largest apartment complexes
Media	X	Major radio stations
Civic/Environmental And Other Groups	X	Rotary clubs, Chamber of Commerce, Friends of the Fields

## WORKSHEET #6 - What Activity Will The Team Implement?

At this point, the team should select a reasonable number of activities which will carry the identified key messages ( Worksheet #4) to the target audience ( Worksheet #5) selected for the coming year. There should be at least one activity per month and at least three audiences should be targeted during the year. These activities will move the public from awareness to action. Both publicity and education activities are needed. Publicity programs tickle people's interest. Education begins when people get involved, understand and practice the behavior desired. Remember to include visual materials, audio messages and hands-on activities to reach all kinds of learners.

### PLANNED ACTIVITIES FOR COMING YEAR

What Activity?	Who Leads?	When Will it Happen	How will it Happen?	What Will it Cost?
<i>General Public:</i>				
<i>Business/Industry:</i>				
<i>Gov. and Institutions:</i>				
<i>Media:</i>				
<i>Civic/Envir/OhterGroups:</i>				

Note: Please expand Worksheet or use multiple copies as needed to include all activities.

**SAMPLE - Worksheet #6**

**PLANNED ACTIVITIES FOR COMING YEAR**

<b>What Activity?</b>	<b>Who Leads?</b>	<b>When Will it Happen</b>	<b>How will it Happen?</b>	<b>What Will it Cost?</b>
<i>General Public:</i> Signage at convenience Centers announcing new Pay as you throw policy	Jim Bow	2 months before policy takes effect	Waterproof signs on the gate And on every green container	Computer-generated signs enlarged onto poster board and laminated for each container Estimated cost-\$350
<i>Business/Industry:</i> Source reduction in the Workplace flyers	Susie Queue	July	Flyers will be developed and Inserted into envelopes to go out with business license notices from county clerk's office	40 hours of staff time to develop flyers and stuff envelopes Duplication cost for \$500 Copies of flyers Postage in-kind Estimated cost - \$650
<i>Gov. and Institutions:</i>				
<i>Media:</i>				
<i>Civic/Envir/OhterGroups:</i> Make quarterly presentations	Daisy May	March, June, Sept, Dec.	20 minutes presentation with combination talk, slides and hands-on activity	Film, development and purchase of minor props Estimated cost - \$75

Note: Please expand Worksheet or use multiple copies as needed to include all activities.

## WORKSHEET # 7 – Set Master Schedule

Using information from Worksheet #6, arrange activities into a master schedule to help you manage your team's time and keep you on track with projects. Take an honest look at the results to be sure you don't have more activities scheduled at one time than you can handle. If so, perhaps you can change the timing of some of the activities. You can arrange your master schedule by month or by quarter to best suit your needs. Once you complete this schedule, consider it carefully to be sure you are adequately addressing your key messages and target audiences.

## MASTER SCHEDULE

[illegible]

**SAMPLE - Worksheet #7**

ACTIVITY	MONTH											
	M	A	M	J	J	A	S	O	N	D	J	F
1. Source reduction in the workplace flyers					X							
2. Signs at convenience centers about new pay as you throw policy											X	
3. Monthly news articles in the local paper	X	X	X	X	X	X	X	X	X	X	X	X
4. Household Hazardous Waste Collection event						X						
5. Teacher in-service						X						
6. Develop brochure on local solid waste management system												X
7. Arrange for mobile recycling unit to visit during county festival				X								
8. Conduct Christmas card recycling										X	X	
9. Hold a Christmas tree chipping event											X	
10. Make quarterly presentations to civic/other groups	X			X			X			X		
11. Use Less Stuff campaign									X			
12. At least once a year - Celebration			X									

In this sample, January and August are particularly busy. Knowing that organizing and publicizing a HHW collection event and teacher in-service are very intense, this team would probably want to reschedule one of these events if possible.

## Potential Vendors for Used Oil Collection Storage Container and Tanks

The following is a list of potential vendors that sell equipment needed to establish a used oil collection program. It does not represent all of the vendors who may market such equipment; and it is not an endorsement of any vendor listed. This information is provided as a convenience to grant applicants. Other vendors may be considered.\*

Clearview  
Josh Barns  
P.O. Box 1765  
Goodlettsville, TN 37070  
615-566-7126  
615-851-1372 FAX  
[barn9099@bellsouth.net](mailto:barn9099@bellsouth.net)  
[www.energylogic.com](http://www.energylogic.com)

Safe-T-Tank Corp.  
25 Powers Drive  
Meriden, CT 06451  
203-237-6320  
[www.safe-t-tank.com](http://www.safe-t-tank.com)

Energy Logic  
240 Great Circle Road  
Suite 344  
Nashville, TN 37228  
615-251-0680  
[www.energylogic.com](http://www.energylogic.com)

Fibrex Group, Inc.  
3724 Cook Blvd.  
Chesapeake, VA 23323  
1-800-346-4458  
[www.fibrexgroup.com](http://www.fibrexgroup.com)

Containment Solutions  
5150 Jefferson Chemical Road  
Conroe, Texas 77301  
936-756-7731  
[www.containmentsolutions.com](http://www.containmentsolutions.com)

M. R. Enterprises, Inc.  
P. O. Box 15349  
Asheville, NC 28813  
1-800-627-1450  
\*\*TN distributor: J. Bisio  
Enterprises: 1-800-521-5825  
615-351-7660

Chem-Tainer Industries, Inc.  
361 Neptune Avenue  
West Babylon, NY 11704  
631-661-8300  
[www.chemtainer.com](http://www.chemtainer.com)

WATCO Tanks, Inc.  
P. O. Box 369  
La Vernia, Texas 78121  
1-800-879-9282

\* **The State reserves the right to refuse any and all bids.**

## Vendors of Used Oil Burning Heaters

The following is a list of potential vendors that sell equipment needed to establish a used oil collection program. It does not represent all of the vendors who may market such equipment; and it is not an endorsement of any vendor listed. This information is provided as a convenience to grant applicants. Other vendors may be considered.\*

Arrow Equipment, Inc.  
151 Union Street  
Littleton, NH 03561  
(603)-444-3313

Clean Burn/M.R. Enterprises, Inc.  
112 Downwind Court  
Nashville, TN 37217  
(615)-367-2996/1-800-521-5225

Aerotech Herman Nelson, Inc.  
231 North 3<sup>rd</sup> Street  
P. O. Box 69  
Pembina, ND 58271  
(204)-633-1999

Reznor Waste Oil Heaters  
1555 Lynnfield Road  
Memphis, TN 38119  
1-800-695-1901 (press 2)

Independent Distributing –OTC  
401 3<sup>rd</sup> Avenue, S.E.  
Austin, MN 55912  
1-800-727-WARM (9276)

Econo Heat, Inc.  
East 5714 East First Avenue  
Spokane, WA 99212  
1-800-255-1363/(509)-534-1022

Siebring Manufacuring, Inc.  
P. O. Box 658  
303 South Main Street  
George, IA 51237  
1-888-475-3317/(712)-475-3317

Energy Logic  
240 Great Circle Road  
Suite 344  
Nashville, TN 37228  
615-251-0680  
[www.energylogic.com](http://www.energylogic.com)

Black Gold Corporation  
240 Great Circle Rd., Suite #344  
Nashville, TN 37228-1707  
(615)-251-0680

Lenon Corporation  
4109 Capitol Circle  
Janesville, WI 53546  
1-800-753-1601

Power Cleaning of Memphis  
2549 Lamar Avenue  
Memphis, TN 38114  
(901)-743-7303

Sunfire of New England  
290 Smith Street  
Providence, RI 02908  
1-800-556-6496

Shenandoah Manufacturing Co., Inc.  
1070 Virginia Avenue  
Harrisonburg, VA 22802  
1-800-476-7436/(540)-434-3838

INOV8 International, Inc.  
224 Causeway Blvd.  
La Crosse, WI 54603  
1-877-684-6688/(608)-785-2879

Lanair Waste Oil Heaters  
4109 Capital Circle  
Janesville, WI 53546  
1-800-753-1601

Clearview  
Josh Barns  
P.O. Box 1765  
Goodlettsville, TN 37070  
615-566-7126  
615-851-1372 FAX  
[barn9099@bellsouth.net](mailto:barn9099@bellsouth.net)  
[www.energylogic.com](http://www.energylogic.com)

\* The State reserves the right to refuse any and all bids.

## Oil Filter Crushers

The following is a list of potential vendors that sell equipment needed to establish a used oil collection program. It does not represent all of the vendors who may market such equipment; and it is not an endorsement of any vendor listed. This information is provided as a convenience to grant applicants. Other vendors may be considered.\*

Wasteaway System, LLC  
16181 Flight Path Dr.  
Brookville, FL 34604  
1-800-223-4741

Lubrication Equipment Service  
2501 Mitchell Street  
Knoxville, TN 37917  
(865)-525-8401

Authorized Equipment Services, Inc.  
812 Polk Avenue  
Memphis, TN 38126  
(901)-774-0850

Mid-South Hydraulic & Equipment  
319 South Sommerville  
Memphis, TN 38104  
(901)-526-3114

Interstate Marketing Corp. Service, Inc.  
104 Spence Lane  
Nashville, TN 37210  
(615)-889-3330

SHRCO, Inc.  
3605 Arthur Caldwell  
Caldwell, ID 83605  
(208)-454-0066

Jobbers Equipment Warehouse  
5440 NW 78<sup>th</sup> Avenue  
Miami, FL 33166  
1-800-274-8730

Odyssey Manufacturing, Inc.  
4249 Blue Star Highway  
Holland, MI 49423  
(616)-392-8833

Cram-a-Lot  
P. O. Box 229  
Springdale, AR 72765-0229  
1-800-678-7320

Johnson & White Equipment  
1104 Fourth Avenue, South  
Nashville, TN 37210  
(615)-256-0443

United Recyclers Services of Texas  
4 Executive Blvd.  
Suffern, NY 10901-7008  
1-800-232-7005

Gray Professional Service Equipment  
3501 South Leonard  
St. Joseph, MO 64503  
1-800-821-7320 /1-816-233-6121

Advanced Fluid Power, Inc.  
I-10 Industrial Parkway  
Theodore, AL 36582  
1-800-329-6888/1-251-653-6888

John Dow Industries, Inc.  
151 Snyder Avenue  
Barberton, OH 44203  
1-800-433-0708

BJ Enterprises  
485 North Charlotte Avenue  
Waynesboro, VA 22980  
1-800-457-0749

Erickson Oil Filter Crusher, LLC  
10516 Woodview Drive  
College Station, TX 77845  
1-(979)-774-7904

Clearview  
Josh Barns  
P.O Box 1765  
Goodlettsville, TN 37070  
615-566-7126  
615-851-1372 FAX

\* The State reserves the right to refuse any and all bids.



Tennessee Department of Environment and Conservation  
Division of Solid Waste Management  
Fifth Floor, L & C Tower  
401 Church Street  
Nashville, TN 37243-1535

**Used Oil Schedule A**

For more information call  
615/532-9269, Fax: 615/532-0886,  
or Email  
[Nina.Vo@state.tn.us](mailto:Nina.Vo@state.tn.us)

**Registration for Used Oil Collection Centers**

1. Organization's full, legal name		UOP ID No. (for agency use)		
2. Mailing address	City	State	Zip code	
3. Site address	City	State	Zip code	County name
4. Owner name (may be corporation or company name)		Phone:		
		Email address:		
5. Manager or operator name		Phone:		
		Email address:		
6. Principal technical contact		Phone:		
		Email address:		
7. Emergency contact for hours the facility is closed		Phone:		
		Email address:		
8. Used Oil Collection Center Management Activities (check all applicable boxes):				
<input type="checkbox"/> a. Do-It-Yourselfer generated only				
<input type="checkbox"/> b. Commercially generated only				
<input type="checkbox"/> c. Do-It-Yourselfer and Commercially generated				

I certify that the information given in this document is true, accurate and complete. I am aware that there are significant penalties for the submission of false information by signing and dating.

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

Return to: Used Oil Management Program  
Division of Solid Waste Management  
Fifth Floor, L & C Annex  
401 Church Street  
Nashville, TN 37243-1535

Used Oil Schedule A (Revised 5-2004)

This form is subject to modification by the Department

STATE OF TENNESSEE  
DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
DIVISION OF SOLID WASTE MANAGEMENT

USED OIL COLLECTION AND RECYCLING  
PROGRAM GUIDE

Revised January 2005

## INTRODUCTION

The Used Oil Collection Act of 1993 (TCA 68-211-1001) was enacted by the General Assembly to "reduce the amount of improperly disposed used oil by do-it-yourselfers by providing incentives to increase the number of collection facilities for used oil." The Act establishes a used oil collection fund (\$.02 per quart fee levied at the wholesale level on sales of oil in packaged form) to be used in part to establish used oil collection centers. The Act establishes a toll free telephone number (1-800-287-9013) for use by do-it-yourselfers to obtain information on used oil collection centers and programs. The Act complements the Solid Waste Management Act of 1991 (TCA section 68-211-866 (b)) which requires all counties to provide at least one site to collect used oil and other automotive fluids by January 1, 1995 unless adequate sites are otherwise available for use by the citizens of the county.

The purpose of this guide is to provide used oil collection centers general information concerning several items of importance and good management practices which must be met in order to qualify for grant funding through our program. It is not nor is it intended to be a regulatory manual. Questions concerning regulatory matters should be directed to the Division of Solid Waste Management at (615) 532-0780 or visit [www.state.tn.us/environment/swm/](http://www.state.tn.us/environment/swm/). Additional information concerning grants, grant guidelines, or technical matters regarding this program may be found at [www.state.tn.us/environment/](http://www.state.tn.us/environment/).

## **1. Used Oil Collection Centers**

### **A. Definitions:**

Tennessee Code Annotated, Section 68-211-1002 (4), (8), and (9), defines do-it-yourselfer (DIY), used oil, and used oil collection centers as follows:

"Do-it-yourselfer" means an individual who removes used oil from the engine of a light duty motor vehicle, small utility engine owned or operated by such individual, non-commercial motor vehicle or farm equipment."

"Used oil" means any oil which has been refined from crude or synthetic oil and, as a result of use, becomes unsuitable for its original purpose due to loss of original properties, or presence of impurities, but which may be suitable for further use and may be economically recyclable. Used oil does not include oil filters.

"Used oil collection center" means a facility, including fixed locations, tanks and containers, which accepts used oil from DIYs and which constitutes an approved centralized collection center for used oil".

Standards for the Management of Used Oil, Chapter 1200-1-11-.11 further defines do-it-yourselfer used oil collection center as follows:

"Do-it-yourselfer used oil collection center" means any site or facility that accepts/aggregates and stores used oil collected only from household do-it-yourselfers.

Since counties are required by the Solid Waste Management Act of 1991 to provide at least one site to collect used oil, the Used Oil Collection Act of 1993 provides for collection center grants to counties, cities, and profit and non-profit organizations to assist with establishing these sites.

### **B. Provisions for Inclusion in State's Used Oil Collection Database:**

The Division of Solid Waste Management has established a toll-free telephone used oil information network. To be included in the database, a representative for each collection site must complete and sign an agreement form (see attachment #1) agreeing to accept used oil from local do-it-yourselfer oil changers. Upon receipt of the completed form, the site's name and location will be included in the network's database and provided to citizens who call the Division's toll-free number looking for a collection center in their area. The Division will provide a used oil collection center sign to each facility which requests such as required by the Act.

A used oil collection center may be removed from the Division's *hotline* network after;

- a) Three (3) valid complaints from the public against the center owner/operator have been received; or
- b) Being advised by Division of Solid Waste Management personnel or other regulatory agencies of a regulatory violation citation against the facility.

(Note: There may be other reasons deemed as necessary and/or appropriate by the Division of Solid Waste Management for removal of a site from the database. The Division will attempt to notify the operator of the reason(s) for removal.)

If the Division receives a complaint against a center, personnel in the Division of Solid Waste Management will contact the operator to discuss and attempt to resolve the complaint. If a resolution does not result, the center may be removed from the *hotline* database until the Division has been assured that the problem(s) have been or will be corrected. Any further complaints of the same nature can result in automatic removal of the facility from the network without prior notice. Notice of regulatory violations will result in automatic removal of the facility's name from the database without prior notice. Removal of the violation does not ensure reinstatement on the database. If the collection center is removed from the Division's *hotline* network and the site was established using funds obtained through a program grant, the grantee may be required to repay those funds pursuant to the terms and conditions of the grant agreement.

### **C. Collection/Storage Tanks:**

The collection/storage tank or container may include a compartment for the collection and storage of used oil filters. Collection/storage tanks and containers must comply with regulations established under Rule Chapter 1200-1-11-.11 of the rules and regulations of the State of Tennessee. Collection centers must register by completing the Registration for Used Oil Collection Centers form, Schedule A (attached). Underground storage tanks or containers are not recommended and will not be considered for grant funding. If existing underground tanks are used for collection and storage of used oil, the operator should be aware that these tanks are subject to standards for used oil stored underground and all fill pipes must be labeled "USED OIL ONLY."

**Collection tanks should receive routine, daily maintenance to remove oil spilled down the outside of tank and remove oil that has collected in spill containment areas or spill pan.**

The Division recommends that aboveground collection/storage tanks be used which meet or exceed the following specifications:

- 1. Double wall containment, 110% containment capacity
- 2. Lockable, rain-proof lids and access doors

3. Oil level monitoring gauge
4. Corrosion proof, maintenance free exterior shell
5. Built-in deep-well sink with removable debris screen (dual debris screens preferred)
6. Automatic shut-off mechanism to prevent overflow
7. All stainless steel or galvanized exterior hardware
8. Universal, two (2) inch quick disconnect fitting (preferably exterior access) for easy service by oil transporters with a vacuum hose tank truck
9. Movable (empty only) by hoist truck or forklift
10. Vented to prevent the build-up of harmful gases
11. Meets National Fire Protection Association (NFPA) 30 code specifications
12. Aboveground tank exterior must be prominently labeled as "USED OIL ONLY"
13. Manufacturer's comprehensive operations manual supplied with each unit
14. Manufacturer's warranty of at least one (1) year against defects or failure
15. Manufacturer's statement of the recycled material content as well as the recyclable properties of the tank at disposal

The Environmental Protection Agency has primacy for Spill Prevention Control and Countermeasures (SPCC) as specified in the Oil Pollution Prevention regulations (40 CFR Part 112). This part establishes procedures, methods and equipment, and other requirements for equipment to prevent the discharge of oil from non-transportation-related onshore and offshore facilities into or upon the navigable waters of the United States or adjoining shorelines. These regulations are applicable to owners or operators of onshore and offshore facilities engaged in producing, storing, transferring, distributing, and/or consuming oil and oil products. Used Oil collection/aggregation sites having a capacity of more than 1,320 gallons require an SPCC Plan. The new proposed compliance dates are August 17, 2005, to amend an existing SPCC Plan, and February 18, 2006, to implement the Plan. Affected facilities that start operations between August 16, 2002 and February 18, 2006, must prepare and implement an SPCC Plan by February 18, 2006. Affected facilities that become operational after February 18, 2006 must prepare and implement an SPCC Plan before starting operations. More information can be found at <http://www.epa.gov/oilspill/>.

Collection tanks must be covered sufficiently to prevent the spill containment area from filling with rainwater or the spill containment area must be cleaned regularly to eliminate the accumulation of rainwater.

#### **D. Site Preparation and Spill Containment:**

The preparation for placement of the collection/storage tank shall include a concrete slab or other similar impermeable and oil resistant material (i.e., asphalt). The pad on which the tank is placed shall also include a berm or other containment device to collect oil in the event of a spill. The volume of the containment area shall be at least 110 percent of the collection tank's volume.

A spill containment area is required if a spill containment tray is not included with the tank. The following guidelines should be used in constructing the spill containment area:

1. The height of the berm should be one (1) foot.
2. The size of the spill containment area in cubic feet may be determined by dividing the total storage capacity of the tank by 7.48 (the number of gallons in a cubic foot.) Multiply this volume by 1.1 to obtain the required size of the containment area. Example: A 300-gallon storage tank should have a spill containment volume of 44 cubic feet.
3. The spill containment berm, constructed on top of the tank pad, may be made from concrete, asphalt, block or crossties.
4. Spill containment areas must be lined with a 6 mil polyethylene barrier or sealed with an oil retardant epoxy.
5. If the spill containment area is lined with polyethylene, filler must be used. The filler may be sand, gravel or mulch.
6. If the spill containment area is sealed with an oil retardant epoxy, filler is optional.

Other considerations for site preparation (such as soil conditions, proximity to surface or groundwater in the area, etc.) should be evaluated and determined.

#### **E. Site Operations:**

Used oil collection centers meeting the criteria defined in Rule 1200-1-11-.11(4) of the Used Oil Management Standards must be registered with the Division of Solid Waste Management. All collection sites must be in compliance, post their hours of operation, and insure that a responsible employee is present at all times during these hours. The tank(s) must be secured during the off-hours to insure against improper oil disposal or vandalism. The facility should also conspicuously post a sign alerting the public to avoid contamination of the used oil by not mixing any other materials with the used oil brought to the facility. Fire extinguishers capable of fighting petroleum fires should be placed at strategic locations at the site. "No Smoking" signs should be posted. The site should have a communication device capable of alerting the local fire department in the event of a fire

or other emergency. Vermiculite or other absorbents should be available to absorb small spills.

Although used oil collection sites may be established at public or private locations, local governments should consider establishing the used oil collection site at convenience center locations. This will eliminate unnecessary additional costs for site preparation and will provide for convenient access by residents at familiar locations. The intent of the law is to have at least one collection site in each county. However, the number of sites will vary. Local governments must also establish their programs consistent with their regional municipal solid waste management plan as required by the Solid Waste Management Act of 1991.

It may be permissible for local governments to contract for used oil and other automotive fluids collection (TCA section 68-211-866(b)). However, there must be a written contract between the parties that identifies the legal responsibilities of each. (The collection facility must be within the boundaries of each county.) A copy of this contract must be on file with the Division of Solid Waste Management.

In the event of a release of used oil to the environment at a used oil collection center, cleanup steps must be performed as stated in T. C. A. 68-211-1018. When a release has occurred, immediately notify the Division of Solid Waste Management and the Division of Water Pollution Control at the Environmental Field Office at 1-888-891-TDEC. On holidays, weekends, and after normal business hours, call Tennessee Emergency Management Association at 1-800-262-3300.

Operators must determine if they will accept used oil filters at their used oil collection centers and choose the option under which they will process used oil filters.

The Division of Solid Waste Management has identified four (4) options that used oil generators may exercise in disposing of used oil filters:

#### OPTION 1. RECYCLE THE OIL AND THE METAL FROM THE FILTERS

Used oil filters are exempted from regulation as a hazardous waste if both the metal and the used oil from the filters are recycled. To qualify for the scrap metal recycling exemption, free flowing oil must be removed from the filters through draining and crushing or disassembly of the filter prior to shipping to a metal recycler. Under the used oil recycling exemption, the physical processing of the filters (draining, crushing and/or transporting) is not subject to regulation under the hazardous waste regulations, and may be conducted by the generator or by another party at a different location. If a filter is disassembled, the remaining material is being granted a statewide special waste approval if the filter element is mechanically compressed to remove all free flowing oil and the oil is collected for recycling. The generator then certifies that the filter element and gaskets are non-hazardous and all free flowing oil has been removed. This certification is being accepted without Toxicity Characteristic Leaching Procedure (TCLP) testing based on

published studies that have indicated filters processed in this manner consistently pass the TCLP test.

#### OPTION 2. DRAIN AND CRUSH THE FILTERS, RECYCLE THE OIL AND DISPOSE OF THE FILTERS AS A SPECIAL WASTE IN ANY CLASS I LANDFILL

A statewide special waste approval is being granted for all used oil filters which are certified as non-hazardous and which have been properly drained and crushed, eliminating all free flowing oil. This certification is being accepted without TCLP testing based on published studies that have found filters processed in this manner consistently pass the TCLP test. The crushing removes approximately 88% of the oil from the filter, with only about one ounce of oil remaining in the fiber filter element. This eliminates the leakage of oil from the fiber after it has been placed in a landfill. If a filter is properly drained and crushed, then it may be disposed of in any Class I landfill (with or without a synthetic liner) that is permitted in Tennessee. The oil removed during draining and crushing must be collected and properly recycled. Under the used oil recycling exemption, the physical processing of the filters (draining crushing and/or transporting) is not subject to regulation under the hazardous waste regulations and may be conducted by the generator or by another party at a different location.

#### OPTION 3. PUNCTURE AND HOT DRAIN OR COLD DRAIN & DISPOSE OF AS SPECIAL WASTE IN A SUBTITLE D LANDFILL (SYNTHETIC LINER)

A statewide special waste approval is being granted for all used oil filters which are certified as non-hazardous and which have been punctured and hot drained for a minimum of twelve (12) hours, or cold drained for twenty-four (24) hours. This certification is being accepted without TCLP testing based on published studies which have found that filters processed in this manner consistently pass the TCLP test. Hot draining is defined as when the filter and oil is removed/drained at engine operating temperature. Cold draining is defined as when the draining begins at a temperature when the oil and filter is at less than engine temperature. At least one hole must be punctured in the dome end of the filter and the dome end pointed downward while being drained. Filters should be double bagged in 3 mm plastic bags (garbage) and tied at the loose end prior to disposal. The oil removed during draining must be collected and properly recycled. Under the used oil recycling exemption, the physical processing of the filters (puncturing, draining and/or transporting) is not subject to regulation under the hazardous waste regulations. This option does require that the filters be crushed as long as they are properly drained and disposed of in a permitted Class I Landfill with a full Subtitle D Synthetic Liner and Leachate Collection System. Terne plated filters are not exempt under this approval and continue to be treated as hazardous waste.

#### OPTION 4. DISPOSE OF THE FILTERS AS A HAZARDOUS WASTE

If a generator chooses not to recycle, crush, or puncture and hot or cold drain then the filters are handled as a hazardous waste. Special waste approval will not be granted for

filters that are not punctured and drained or drained and crushed. Any oil, which drains from the filters, must be disposed of as a hazardous waste if it is not recycled.

#### **F. Participant Volume Limits:**

To participate in the Used Oil Program and be eligible for grant funds, the collection center must accept used, uncontaminated do-it-yourselfer oil from any do-it-yourselfer in quantities of up to five (5) gallons per day per person. Oil from commercial establishments should not be accepted.

To minimize the risk of an operator receiving contaminated oil, one or more of the following procedures should be implemented:

1. Maintain a log of participants and quantities of used oil received at the facility
2. Request frequent or otherwise suspicious participants to complete a form containing their name, address, auto tag number, and signature
3. Randomly test used oil received from participants. Inexpensive test kits may be purchased for this purpose.

#### **G. Used Oil Transporters:**

Used oil collection centers shall transfer used oil only to certified transporters in possession of a valid United States Environment Protection Agency (EPA) identification number issued by the Tennessee Division of Solid Waste Management. (Tennessee registration is required even if the transporter has been issued an EPA identification number from another state.) Used oil collection centers shall maintain records of all volumes of material collected on an annual basis, including the identity of the hauler and the name and location of the recycling facility to which the oil was transported (T.C.A. Section 68-211-1014). A listing of registered Tennessee Used Oil Transporters may be found at [www.state.tn.us/environment/swm/](http://www.state.tn.us/environment/swm/).